DELPHI Skills Assessment for GL Accounting Technician

Check the response that best matches your experience. **Circle** (or highlight) the 5-10 skills that relate to areas where you need additional (or refresher) training in order to use the system more effectively in your job.

Skills	Does not apply to my job	Proficiency					
		I don't know how	I need help	I can do with written steps	I can do with some help	I can do without help	I can explain what I am doing	I can teach someone else
Basic Navigation Skills							
Journals							
Automatic							
Creating Journal Entries with ADI							
Processing Journal Entries							
Uploading Journal Entries							
Manual							
Creating Manual Journal Entries							
Processing Journal Entries							
Uploading Journal Entries							
Reports							
Creation of ADI Reports							
Setup							
Processing Reversals and Clearing Suspense							
Monitoring the Close and Avoiding Delays							

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